

Internal Use Only

Narrative

Job Order Form

The Job Order Form is for staff only. The Job Order Form was designed for staff to get information from the employer and input a job order into the Toolbox system. Staff will fill out the form, input information and make a file for the employer. Staff will need to give the file to the appropriate manager or supervisory.



Job Order Form

Date:	
Employer Name:	
Employer Address:	
Telephone Number:	Fax Number:
Email Address:	
May we use your email address for Missouri Career Center Updates? Yes No	
Person to Contact:	Job Title:
No. of Openings:	Shifts: Days Evenings Nights Rotating Split
Federal ID:	
Public Transportation Available: Yes No	
____ Union	
Days of Week: Sunday Monday Tuesday Wednesday Thursday Friday Saturday	
Work Week: FT PT Temporary Seasonal	
Benefits: Retirement Vacation Health Insurance Dental	
Hours Worked:	Minimum Pay:\$ _____
Week: ____ Month: ____	Maximum Pay:\$ _____ Per
Hour _____	
Education Required:	
Experience Required: ____ Years ____ Months ____	
Make Employer Information Available to the Public? Yes No	
Job Descriptions:	
Are you interested in work experience, internships, or on-the job training? Yes No	
How to Apply:	
Apply in Person ____ Call First For Appointment ____ Fax Resume ____	
Mail Resume ____	
Other Specifics:	
Special Skills Comments (i.e. Training Type, Special License, Typing Shorthand, Driver License, and minimum age):	

Staff: _____

Location: _____